

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140048-0

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REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ []

25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

Records Survey Report

2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input type="checkbox"/> NARRATIVE
	<input type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify) []
	LOGISTICS	SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED
Two5. FREQUENCY (weekly, monthly, quarterly, etc.)
Annually6. DISTRIBUTION (No. of components not
number of copies) 2

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT ARO/TR and HR [] 25X1
	YES	IF YES GIVE ADP PROCESSING NO.	

Memorandum NO10. PREPARING COMPONENT (include lowest level
contributing information to report)
OTR/[] PCS11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)
46 (see attached sheet)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5s(5)	\$3.60		5	\$18.00			1	\$18.00	
GS-6s(2)	4.00		2	8.00				8.00	
GS-7s(6)	4.50		6	27.00				27.00	
GS-8	4.90		1	4.90				4.90	
GS-9s(3)	5.70		3	17.10				17.10	
GS-10	5.80		1	5.80				5.80	
GS-11	6.50		1	6.50				6.50	
GS-13	9.10		1	9.10				9.10	

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$96.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This requirement levied on [] by OTR Area Records Officer

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	[] OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE			
	DISCONTINUE	[]	0	0 STAT

15. DATE OF INVENTORY 11 INFORMATION

30 September 1975 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140048-0